



Alaska Air National Guard Active Guard Reserve (AGR) Vacancy Announcement # **AKARNG 14-13**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: **PCS Authorized** Physician Assistant	MOS: 65D	OPEN DATE: 20 March 2014	CLOSE DATE: Open Until Filled
UNIT OF ACTIVITY/DUTY LOCATION: GBI Battery, 49th Missile Defense BN , Fort Greely, Alaska 99737		GRADE REQUIREMENT: Minimum: O2 Maximum: O4	
SELECTING SUPERVISOR: State Selection Board	PARA/LINE # 109/01	PHYSICAL PROFILE: PULHES – 222222	

AREAS OF CONSIDERATION

Zone 1 On-Board AKARNG AGRs *(Must have held current position for minimum of 18 months)*

Zone 2 All Alaska Army National Guard members

Zone 3 All Alaska Army National Guard member

Zone 4 Nationwide (All military members eligible for membership in the AK ARNG)

Applicants must meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Initial eligibility requirements IAW AR 135-18, Table 2-1

MAJOR DUTIES MAY INCLUDE

- Plan, organize, perform, and supervise troop medical care at Levels I and II
- Direct services, teach and train enlisted medics, and perform as medical platoon leader or officer in charge in designated units
- Manage subordinate personnel, facilities, and equipment required to operate troop clinics or other medical activities and organizations
- Function as special staff officer to the commander, advising on medically related matters pertinent to unit readiness and unit mission
- Participate in the delivery of health care to all categories of patients and to all eligible beneficiaries
- Prescribe courses of treatment and medication when required and consistent with his capabilities and credentials current conditions and makes entries into the health record as a primary care provider. Orders diagnostic X-ray and laboratory procedures and writes consultations to specialty clinics and for ancillary services as appropriate
- Interpret information in health records for application to. In the absence of a physician, the physician assistant will be the primary source of advice to determine the medical necessity, priority, and requirements for patient evacuation, and initial emergency care and stabilization
- Supervise preparation of reports pertaining to medical activities
- Function as medical staff officer at battalion, brigade, division, Corps, major command (MACOM), and at DA level activities, advising the surgeon of the respective command and the Commander on medical matters
- Function as primary instructor and staff officer at the Academy of Health Sciences
- After formal military and/or civilian schooling performs duties under the supervision of a physician in selected specialties
- Function as the primary medical officer reviewing and supervising the medical examinations of individuals in the personnel reliability program
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- Must possess a baccalaureate degree from a college or university acceptable to the DA
- A graduate of a physician assistant producing program acceptable to The Army Surgeon General
- Must be certified by the National Commission on Certification of Physician Assistants
- Upon selection, approval of Exceptional Family Member Program is Required for members with dependants

See page 3 for All Required Documents for Considerations

!!! IMPORTANT NOTICE!!!

**Applications will be screened AFTER the job closing date, not prior.
Review your application for accuracy and compliance prior to submission to JFHQ-AK/HRO.**

**** SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT****

Application packages will not be accepted after the advertised Close Date.

It is extremely important to follow the application instructions contained in the job announcement.

IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Personnel Qualification Record (PQR), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted documents are accurate prior to application submittal. This includes but not limited to verification of Duty History, MOS, Service Dates and ensuring overdue requirements are cleared.

APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in 1 single PDF package with **NO** blank pages emailed to AKNG-Apply@mail.mil, please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide [AMRDEC](https://safe.amrdec.army.mil) and its customers an alternative way to send files other than email. SAFE supports file sizes up to **2GB**. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume

FREQUENTLY ASKED QUESTIONS (FAQ):

Q: If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

A: No. HRO determines the criteria and application procedures unique to a specific position. Criteria may vary with each advertised position. However, all positions require eligibility for AKARNG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

Q: If I want to apply for more than one position, can I submit one package for all?

A: No. Separate packages are required for consideration of each vacancy announcement.

Q: What does "Immediately promotable" mean?

A: Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to AR 600-8-19.

Q: May I find out who or how many others applied for the position?

A: No. We will not release this information.

Q: How do I get the documents required for consideration?

A: Your unit S1 will be able to assist you with accessing any documents required for vacancy consideration.

Q: How will I be notified if I am selected?

A: Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

Q: How long would my AGR tour be?

A: As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

INSTRUCTIONS FOR APPLICANTS

Must be or be eligible to become a member of the Alaska Army National Guard	Must not be under a current suspension of favorable personnel actions	Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities
Applicants not currently serving on an AGR Tour must be able to serve at least 3 years in the AGR program prior to completing 18 years Active Federal Service (AFS) (any combination of Active Duty, Active Duty Special Work, Annual Training, and/or AGR program for a total of 18 years), or the date of mandatory removal	Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date	Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver
Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Complete applications must be received in HRO-AGR office **no later than 1600**. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **complete application package must include all documents listed below.** *Items are required by the Human Resource Office to determine qualifications.* If the requested documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 dated Nov 2013 (Application for AGR Position) link: <http://dmva.alaska.gov/employment.htm>
2. Personnel Qualification Record (PQR) (CURRENT within 30 days)
3. NGB Form 23, NGB Form 23b (RPAS Statement-For NG Only) (CURRENT within 30 days)
4. Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment ((PHA)within 15 months. *It is important that you print the report, not the webpage screen.)
5. DA Form 705 (APFT) dated May 2010, current within 6 months. Submit a statement of current (within 6 months) height and weight Memo, Must be separate from DA 705). If applicable, submit body fat measurement on DA Form 5500-R (Males) or 5501-R (Females). All must be signed by either a unit Readiness NCO, 1SG, or Commander.
6. CURRENT AGR/Mobility/ADSW orders (If Applicable)
7. Last 3 NCOER's(if Applicable)
8. Copies of all DD Form 214's / NGB 22's showing all prior service
9. Security Verification memorandum from Personnel Security Manager
10. Photocopy of valid civilian motor vehicle operator's license. All data must be readable
11. Resume (email address for contact)

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ARNG 14-13 Doe, Jane E1**)

Email Subject should be: (Position Announcement Number) (Example: **ARNG 14-13**)

Email Application Package to AKNG-Apply@mail.mil

QUESTIONS:

To verify receipt of application, you may call 907-428-6472 (DSN 317-384-4472)

Federal law prohibits the use of government postage for submission of applications.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.